

DAILY VEHICLE LOG INSTRUCTIONS

FRONT SIDE OF VEHICLE LOG FORM

Fill in the information for all sections at the top of the page as instructed.

PA – Personal Assignment **HS** – Home Storage

- Fill in:**
- Beginning odometer from prior vehicle log
 - Date of usage
 - Trip ending odometer reading when you return
 - Trip mileage = ending mileage minus beginning mileage (miles driven)
 - Number of gallons of gas (**as noted on the receipt – not the pump – no rounding of numbers**), and fuel cost (if applicable);
 - Fuel Cost, the total amount spent on your fuel purchase. If filled at a facility, the cost will be entered in at headquarters or by the Fleet Coordinator.
 - Maintenance & Repair is brought forward from the reverse side of the form.
 - Other Cost - brought forward from the reverse side of the form.
 - Down Days = days down due to maintenance work, etc.
 - Driver Initials – read the bottom left of front page of Vehicle Log form.
 - Location where trip began..... Self explanatory, just be sure to put where from, where to and purpose of trip.
 - Final Reading - last odometer reading for the month
 - Monthly Totals – add all columns and show results here. (Note: fuel column cannot be totaled if fueled at facilities, but others need to be totaled. Fleet Coordinator will total.)
 - Total Expense for the month – add monthly total expense (fuel, maintenance & other cost) (Note: cannot be totaled across if fueled at facilities). Fleet Coordinator will total.
 - Signature of assigned driver – last person driving vehicle for the month must sign, complete vehicle log and take to supervisor to review, sign and forward to Fleet Coordinator.

DO NOT SEND IN VEHICLE LOG WITHOUT PROPER SIGNATURES. THIS WILL RESULT IN AN AUDIT FINDING.

BACK SIDE OF VEHICLE FORM (As you will see, this form combines the four you are now using)

Service Report section is to record all maintenance, oil changes, repairs, etc.

Other Costs section is for inspection stickers, car wash, etc. (Could be entered in service report section)

Safety Inspection Check List is for the walk around which must be done. Please check your vehicle before each trip. Each month record by checking off each item, if all is okay. Use the Safety Inspection remark section to state problems. If urgent problem is noted, please note on the remark section and contact your supervisor.

Preventive Maintenance Record is to show proper maintenance according to manufacturer specifications. Have the mechanic check all preventative items that are required at the time of oil changes.